



# Tankiso Princess Tseki

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Office administrator

- \* Data Cupturing
- \* Data Filling
- \* Receiving and sending Emails
- \* Taking and Answering calls
- \* Copies
- \* Machine Operating
- \* Installation or computer Software
- \* Update Computer software

Preferred occupation

Network administrators  
IT, computing jobs

Receptionist  
Administrative jobs

Preferred work location

Pretoria / Tshwane  
Gauteng

Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth	1990-04-18 (34 years old)
Gender	Female
Residential location	Sedibeng Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2020.12 iki 2022.08**  
 Company name Letshego Primary School  
 You were working at: Administrators  
 Occupation E- Cadre  
 What you did at this job position? Office work

**Education**

Educational period **nuo 2011.12 iki 2020.08**  
 Degree Certificate  
 Educational institution Arcelor Mittal Science Center  
 Educational qualification Information Technology NQF Level 3  
 I could work As office administrator

Educational period **nuo 2011 iki dabar**

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	fluent

**Computer knowledge**

Ms Word  
 Ms Excel  
 PowerPoint  
 Outlook

**Recommendations**

Contact person Mrs I. M Macheli  
 Occupation Principal  
 Company Letshego Primary School  
 Telephone number +27825538152  
 Email address irenemache@yahoo.co.za

**Additional information**

Your hobbies Computer  
 Office work  
 Internet  
 Driver licenses None  
 Salary you wish R5000 R per month  
 How much do you earn now R4080.44 R per month